

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: August 8, 2023



- Recognition:**     Students                       Staff                       Parents
- Information:**    Building Report             Old Business             Superintendent's Report
- Action:**         Resignation                       Hiring                       Contract Service Agreements
- Travel Out-of-State             Travel In State             Approvals
- Termination                       Legal Matters             Other: \_\_\_\_\_
- This action request pertains to  Elementary (only)     High School/District Wide

**Date:**        8/2/2023

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**        Rebecca Rappold  
                    Title:    Principal-Big Sky and Glendale Schools

**Subject: CSA: Substitute Teaching 2023-24 School Year at Big Sky School**

**Description:** Request approval of contract service agreement for Big Sky School for substitute teaching (if needed due to teacher absence) as assigned by the building principal.

**Financial Impact:** **\$1,372.00** (Not to Exceed: \$14.00/hour x 7 hrs per day x 14 days) Timesheets submitted quarterly to building principal.

**Funding Source (Budget/grant, etc.):** [Big Sky Colony School 101.46.120.1700.122](#)

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

Date: 8/2/23

Board Approval: 8/8/2023

Contractor: Big Sky School

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

P.O. Box or Street Address

City State Zip

Type of Project/Service (be specific): Contractor will provide substitute teaching as assigned by building principal up to 7 hours per day @ 14 days. Timesheets will be submitted quarterly.

Contracted Dates: 2023-2024 School Year

Rate per hour/per day: up to \$14.00/hour x 7 hrs per day x 14 Days = \$1,372.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = NA

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = NA

Other costs (explain): Not to exceed \$1,372.00 = NA

**Total Project Cost** = **\$1,372.00**

Contract to be paid from:

[101.46.120.1700.122](#)

Independent Contractor:

Submit invoice on completion

**Submit timesheet to building principal**

Employee:

Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

\_\_\_\_\_  
Contractor's Signature

Rebecca A. Rappold

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
SSN/Federal ID Number/EIN

\_\_\_\_\_  
Superintendent

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor

Yellow – Business Office